



Philip D. Murphy
Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Deirdré L. Webster Cobb, Esq.
Chair/Chief Executive Officer

Sheila Y. Oliver
Lt. Governor

JOB OPPORTUNITY

Posting Issued: October 21, 2021

Closing Date: November 21, 2021

Title: Agency Services Representative Trainee

Vacancies: 2 (1 FTE and 1 TES)

Location: New Jersey Civil Service Commission
Division of Information Technology Services
44 S. Clinton Avenue
Trenton, NJ 08625

Salary: \$29,054.12 (full-time)
\$15.90 per hour (hourly)
Open to: Statewide

DESCRIPTION OF POSITION:

Under supervision, types and performs routine, repetitive, clerical work of a varied nature; does other related duties as required. Understand the Agency's strategic initiatives and develop technology solutions that deliver the required business value.

DUTIES:

Under direct supervision, answers phones and takes messages; maintains and organizes files; scans documents and records using electronic scanning equipment; boxes up and archives files for records retention; lifts and moves heavy boxes; basic and repetitive typing of office documents and correspondence; completes forms and form letters; categorizes and indexes scanned files; opens and distributes mail; forwards personnel files to other State agencies; understands and applies records retention schedules; and handles confidential Human Resources information and documents while maintaining confidentiality; does other related duties as required. Manages electronic report print queue.

PREFERRED EXPERIENCE:

Preference will be given to candidates with knowledge of or prior experience using scanning equipment.

KNOWLEDGE AND ABILITIES:

Knowledge of office methods, practices, routines, and equipment.
Ability to understand, remember, and carry out oral and written directions, and to learn quickly from oral and written explanations and from demonstrations.
Ability to do typing from varied types of copy.
Ability to use and care for office machines and equipment, manual and electric typewriters, duplicating machines, and adding machines.

IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST TO:

Bev Hamilton
Manager, Human Resources
Civil Service Commission
P.O. Box 323
Trenton, New Jersey 08625

OR

HRSupport@csc.nj.gov

****Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position, or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment.**